

STANDARD OPERATING PROCEDURE DOCUMENT (SOP)

Title	Clinical Recruitment Standard Operating Procedure	Doc No.	OP0271
Scope	Operation Lead, Clinical Lead, Clinical Staffing Officer, HR		
Purpose	<p>This Standard Operating Procedure will act as a guidance to all those involved in the clinical recruitment process and will appoint responsibility to the appropriate member of staff for each involved duty.</p> <p>This SOP should be followed in accordance with the Recruitment & Selection Policy (PC24POL12)</p>		
Procedure			Responsibility
1	Clinicians registers their interest for a position.		
2	HR will clarify with applicant which service they are interested in and their availability if this is not clear from application. Availability in the service is checked with the relevant operational lead. A job pack is sent to the candidate	HR	
3	<p>HR to liaise with Operations and identify available shift patterns</p> <p>HR to share shift patterns with candidate and confirm interest. Progression to interview should not take place until interest in initial offer is confirmed and has been approved by the Vacancy Control Process (VCP).</p>	HR / Operations	
4	HR will forward Application form (if applicant applied through NHS Jobs) or CV on to Clinical Lead of Service in which applicant expressed interest.	HR	
5	Clinical Lead to review application / CV and inform HR of suitability of candidate for interview.	Clinical Lead	
6	<p>If applicant is considered suitable, VCP form is completed and submitted to the Office Manager for executive team approval.</p> <p>If the clinician attracts an introductory fee, this must be negotiated and included with the VCP form.</p> <p>Please note the VCPs are reviewed every Wednesday, VCPs must be sent to the Office Manager by Friday to be added to the agenda for the following week.</p>	Service Lead	

7	If VCP is approved, the recruitment process can begin.	
8	HR will book interview and ask applicant to provide identification for DBS check at interview should they be successful.	HR
9	Both a Clinical and Operational Lead must be present at interview. If Operational Lead is not available, they must nominate a deputy to attend on their behalf.	Clinical Lead / Ops Lead
10	Interview takes place using approved questions. No offer is to be made during interview. Photocopies of ID taken for candidate	Clinical Lead / Ops Lead
11	The lead interviewer will be the member of the operational team	Ops Lead
12	Interview panel will agree suitability / otherwise.	Lead Interviewer
13	Candidate will be contacted within 2 working days and informed of interview outcome	Lead interviewer
14	If ID not provided at interview, this is to be requested again and every 7 days until received. . If not received 7 days after interview, application to be put on hold until it is received.	Service Administrator
15	All interview paperwork is to be returned to HR.	Service Administrator
16	Rota team and relevant ops teams will be informed of clinician's confirmed shifts and estimated start date.	Service Administrator
17	Lead Interviewer will authorise a Contract Request Form and send to HR to be actioned.	Service Administrator
18	HR will draft conditional offer based on Contract Request Form.	HR
19	Conditional Offer Letter and Pre Employment Checks paperwork will be sent out to candidate.	HR
20	Once applicant accepts conditional offer, HR will commence pre-employment checks and notify service team once complete.	HR
21	Service lead confirms start date with candidate	Service Lead

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Title	Clinical Recruitment Standard Operating Procedure		Doc. No.	OP0271
Version	v1			
Supersedes	N/A – New SOP			
Approving Managers/Committee	Head of Service Delivery			
Date Ratified	December 2019			
Department of Originator	Human Resources & Organisational Development			
Responsible Executive Director	Director of Service Delivery			
Responsible Manager/Support	Deputy Director of Integrated Urgent Care			
Date Issued	December 2019			
Next Review Date	December 2020 (Usually 1 year after ratification)			
Target Audience	All those involved in the GP recruitment process.			

Version	Date	Control Reason	Accountable Person for this Version
v1	04/12/2019	New SOP	Human Resources & Organisational Development

Reference documents	Electronic Locations	Locations for Hard Copies
Recruitment and Selection Policy - PC24POL12 Interview Packs	Primary Care 24 Intranet / HR Department	Where will the hard copies be?

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